



Sprint – Free CapTel Phone Application Form¹

ACTIVE FEDERAL, DOD, AND MILITARY EMPLOYEES

To qualify for a free CapTel phone² for work, you need to meet/complete **ALL** three requirements:

1. Current/Active Federal (Civilian/DOD) or Military employee status AND have a hearing loss
2. Complete this CapTel phone application form and submit with item #3
3. Submit a letter from your agency using their “official” agency letterhead and your supervisor signing off this CapTel letter (see attached sample letter)

Agency Name*	
Your Full Name*	
Street Address*	
Suite/Dept/Room*	
Town, State, Zip*	
Work Email*	
Work Fax*	
Work Phone*	
Your Job Title*	
Supervisor's Full Name	

* Required

Onset of hearing loss (age)	
Degree of hearing loss (w/o the use of assistive technology)	Mild____, Severe____, Severe/Profound____, Profound____ Other_____
Assistive Technology Used	Hearing aid(s)____, Cochlear Implant____, Other_____

(check all that apply)	How are you communicating with hearing individuals on the telephone?
Amplified Phone	Amplified telephone____, (w/ difficulty____, w/ people I know well____)
Relay Service	TTY____, Two-Line VCO____, VCO____, None/NA____, Other_____

2nd Phone for home	Yes____, No____ (If yes, additional paperwork will be sent to you)
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¹ This phone is available only for your workplace (office). Application form must be complete in its entirety – qualification will be delayed if not all information is supplied. Second phone for home is available for \$495. This application form is for internal use only and will not be distributed nor sold to the public.

² Requires an analog line or analog port

For official use only	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
<input type="checkbox"/> FX _____	
<input type="checkbox"/> SYS _____	Signature _____ Date _____

Sample Agency Letter
USE OFFICIAL AGENCY LETTERHEAD

May 1, 2004

Sprint – Federal Relay
Attn: Free CapTel Phone
401 Ninth Street NW, Suite 400
Washington, DC 20004

Dear Sprint – Federal Relay,

This letter is to confirm that Jane Doe is an active employee of our agency since 1990. Attached is a completed application form for your consideration. Please send the free CapTel phone at your earliest convenience.

Sincerely,

John Hancock

John Hancock
Supervisor (or applicable title)

Please return this form AND official agency letter to:

Sprint – Federal Relay
Attn: Free CapTel Phone
401 Ninth Street NW, Suite 400
Washington, DC 20004
Fax: 202-585-1841
Email: randy.g.murbach@mail.sprint.com